



[www.civida.ca](http://www.civida.ca)

E: [help@civida.ca](mailto:help@civida.ca)

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Edmonton, AB T5K 1M4

## JOB POSTING

**Position: Locksmith**

**Location: Edmonton**

**Term: Full-time, Permanent**

**Monthly Salary Range: \$5453.02 - \$6825.11 (Classification and Salary Under Review)**

At **Civida**, HOME is our focus. We are the largest provider of social and affordable housing in the Edmonton area, managing over 4,500 social housing rental units and over 700 near market housing rental units. We offer both townhouses and apartments throughout the city. We welcome the opportunity to provide our families and individuals with a safe and secure place to call home. Visit [Civida](http://Civida) for more information.

Reporting to the Director of Housing, this position is responsible for developing and maintaining a lock shop and robust key hierarchy for the complete portfolio to provide a safe and secure environment for Civida properties. The journey person locksmith tasks include cutting keys, replacing cores, and overseeing select Salto battery replacements and software updates. This position provides continuous service to the portfolio ensuring that all emergency situations such as lost or stolen keys, insecure doors, or vandalism are dealt with in a timely manner.

The Locksmith installs, adjusts and repairs locks, makes keys, and changes lock combinations. They work on residential door hardware may also install and maintain electronic security systems.

### Key Responsibilities:

- Service and repair all door hardware and record any changes made for each door opening.
- Log the maintenance data and record recommendations for upgrades or replacement.
- Develop, record, maintain and upgrade these systems to future proof Civida's requirements.
- Re-key and master key lock cylinders.
- Decode, repair, and re-combine keyless combination chambers (Salto).
- Emergency service due to lockouts, lock failures, lost/broken keys, or vandalism/break-ins.
- Service, repair or replacement of all failed doors, frames, locks, and door hardware.
- Install, repair and maintenance of mechanical and electronic barrier-free door controls and operators and related safety equipment.
- Frame, door, glass, and door hardware requirements for fire-rated assemblies.

A horizontal bar at the bottom of the page, divided into several colored segments: green, blue, yellow, purple, orange, and red. The text 'Life starts with a home.' is written in white on the red segment.

Life starts with a home.



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- Design, develop, and manage a lock shop including sourcing required equipment, tools, and software to complete the job.
- Plan and facilitate a robust key hierarchy structure.
- Consult with Project Managers to maintain lock smith standards during project design.
- Provide the project team guidance on doors, door hardware, keying components to ensure industry best practices are followed.
- Complete work orders in Yardi and maintain up-to-date work order reporting.
- Ensure tenant charge backs are documented on work order.
- Provide information from site inspections regarding maintenance needs to Property Manager.
- Manage and coordinate the third-party locksmith vendors contract and work.
- Complete preventative maintenance where applicable.
- Complete pre-moveout unit door inspections; determine door maintenance required.
- Conduct monthly building inspections, including door hardware, door hinges, door security, latching, and Salto battery. Inform the property manager of any issues identified.
- Provide the manager with information and recommendations pertaining to the required maintenance of doors and lock systems.
- Participate in the handover of new developments and capital projects.
- Assist with annual unit inspections and condition of unit inspections when needed.

#### Qualifications:

- Licensed and Certified Journeyman certificate (in Alberta) required, plus a minimum of 2 to 3 years of industry experience.
- Proven experience planning and coordinating the work with customers (tenants) and employees.
- Strong computer skills, including Microsoft Office programs, and the ability to learn other software systems.
- Thorough knowledge of Building Codes and requirements.
- Thorough knowledge of the occupational hazards and safety precautions of the trades.
- Ability to read and initiate material orders from blueprints.
- Ability to make decisions in accordance with established policies and guidelines.
- Ability to maintain effective working relations with all internal and external stakeholders.
- Ability to effectively guide change management.
- Ability to 'think outside the box'; creative problem-solving and consensus building skills necessary for addressing maintenance problems.



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- Ability to be proactive in managing tenant and unit concerns by anticipating unit requirements.
- Ability to manage multiple projects with excellent time management skills.
- Effective communication skills with individuals at all levels of the organization.
- Ability to consistently interact with people tactfully, diplomatically, and professionally.
- Attention to detail in all areas of work.
- A valid driver's license, access to a personal vehicle for work purposes, vehicle insurance and a driver's abstract is required.

### How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

**Send cover letter and resume to Human Resources email: [careers@civida.ca](mailto:careers@civida.ca)**

**Closing Date: Nov 7, 2023**

Competition # 2362